



# CITY OF ATLANTA

## Job Announcement

### HUMAN RESOURCES ANALYST, SENIOR

**STARTING SALARY: \$41,846**

**Salary Grade: 21**

**Applications Accepted From: April 4, 2005 until April 15, 2005**

#### **Minimum Job Requirements**

Persons applying must have a bachelor's degree in human resources or a closely related field and three years of professional experience in human resources, or have an equivalent combination of education, training, and experience. All applicants must have experience in testing or assessment.

#### **Duties of the Job**

This employee performs professional human resources work in the Department of Human Resources. Duties include but are not limited to: conducting job analysis studies; meeting with subject matter experts (SMEs) to identify job tasks, knowledges, skills, and abilities (KSAs); analyzing job analysis and test results; developing written examination items, oral interview questions, and various assessment center exercises; documenting test development and administration activities; establishing evaluation criteria for rank ordering applicants for employment; evaluating education, experience, and knowledge, skill, and ability qualifications listed on applications and rank ordering applicants according to their qualifications; developing recruitment sources and attending job fairs to recruit personnel; conducting job audits; assisting in the development of classification specifications; analyzing department personnel action requests and preparing recommendations and legislation; processing paperwork and forms to implement personnel action requests; and performing other related duties as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: The Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30335-0306.

Phone: (404) 330-6369

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHOSE QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION+

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

03/21/2005

316015

PS001876